



## **DFA-ACCOUNTANT/AUDITOR TRAINEE**

### **CHARACTERISTICS OF WORK:**

This is training level accounting and auditing work. Incumbents in this position work with higher-level accounting/auditing personnel in the performance of various control accounting/auditing functions in order to process accounting requests from all state agencies through SAAS/SPAHRs. State laws, rules, and regulations, and DFA's policies must be applied. The work affords some opportunity for the use of independent judgment in planning work details and making minor technical decisions. Work of incumbents is performed in accordance with established regulations, procedures, and administrative directives under close supervision.

### **MINIMUM QUALIFICATIONS:**

#### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

##### **Education:**

A Bachelor's Degree from an accredited four-year college or university with a minimum of 12 hours of accounting as identified below:

12 hours in the following courses:

Principles of Accounting I and II  
Auditing

Intermediate Accounting I and II  
Advance Accounting

Federal Income Tax  
Cost Accounting  
Accounting Systems  
Advanced Federal Income Tax

Advanced Auditing  
Managerial Accounting  
Auditing Problems  
Cost Accounting

##### **Required Document:**

Applicant must attach a valid copy of his/her transcript to verify course work.

### **EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Assists supervisory personnel in the preparation/balancing of cash receipts to State Treasurer.

Audits/approves/rejects, under close supervision, purchase orders, payment vouchers, cash receipts, vendor file requests submitted by state agencies.

Researches purchasing, payment, vendor file, payroll questions that are directed to DFA from state agencies.

Performs various other accounting or clerical functions.

Performs related or similar duties as required or assigned.

### **INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.